

**CASTLE ROCK SCHOOL DISTRICT No. 401**  
**Cowlitz County, Washington**  
**September 1, 1993 Through August 31, 1995**

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**Schedule Of Findings**

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1. Castle Rock School District Should Maintain Adequate Documentation To Support Staff Mix Data Reported To The Superintendent Of Public Instruction (SPI)

School districts are required to annually report to the Superintendent of Public Instruction (SPI), the academic credits and years of experience of its certificated staff. SPI uses this information in its determination of the amount of school apportionment funds due to the district.

To ensure that amounts reported are accurate, WAC 392-121-280 requires in part:

School districts shall have documentation on file and available for review which substantiates each basic education certificated instructional employee's placement on LEAP salary allocation documents. The minimum requirements are as follows:

(1) Districts shall document the date of awarding or conferring of the highest degree including the date upon which the degree was awarded or conferred as recorded on the diploma or transcript from the registrar . . .

(a) If the highest degree is a master's degree, the district shall also document the date of awarding or conferring the first bachelor's degree.

(2) Districts shall document academic credits by having on file a transcript from the registrar . . .

(5) Districts shall document certificated years of experience . . .

To test the accuracy of the academic credits and experience reported to SPI we reviewed nine certificated employee files, representing about 12 percent of the certificated instructional staff. We found most of the files in our test did not contain adequate documentation to support the degrees, credits, and work experience reported.

Because the district did not maintain the required documentation for academic degrees, credits, and experience in support of the staff mix information reported to SPI, we could not verify the accuracy of the reports.

This condition occurred because the district had not recently verified the employee files or compared the information to what was reported to SPI.

We recommend district officials enhance their review of certificated employees personnel

files and obtain any needed documentation to verify and support staff credits earned and years of experience reported to SPI.